

25 January 1988

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with NSA on Thrift Automation for []
Held 12 January 1988, []

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Attendees:

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1. The meeting started approximately one hour late because the NSA representatives were delayed in traffic. When it began [] indicated that there were three problems that they wanted to raise with us. The first of these concerned sending a receipt to [] people acknowledging the fact that the Agency had received the tape on [] Thrift participation and it was working properly. [] indicated that the National Finance Center (NFC) routinely provided this sort of response and his people would find it helpful if we could do the same. We indicated that we did not have the ability to generate a receipt on computer and that it would impose an extra burden on us to have to prepare a letter each time we received a tape. After some discussion it was decided that we would continue the current practice of telephoning NSA if there was some problem with the tape that was sent.

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2. The second item surfaced by [] concerned the loan program. [] indicated that because of fiduciary and system constraints NSA would have great difficulty in administering the loan program for its employees assigned to []. He cited a number of system constraints that would prevent NSA from doing anything differently for their people assigned to []. The upshot of the comments expressed by [] was that they, in effect, wanted the Agency to do all aspects of the loan program for their employees. I indicated that at our Spring meeting with their representatives we had indicated that we would only manage the actual accounts for the employees and that all other aspects of the loan program, i.e. approval of hours, counseling of employees, setting up payment schedules, would all be handled by NSA; the NSA representatives at that meeting, including [] raised objection to division of the work. [] commented he did not remember that discussion but I assured him it had taken place and I would send a copy of the MFR that

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was prepared by [] after that session. [] stated that we could not handle the additional burden because we did not have all of the salary data that we needed nor direct access to NSA employees at []. I indicated that NSA should be able to find a way to manage this part of the program themselves. [] indicated that they would go back and look at other alternatives to managing the loan program for these employees. [] from OGC was tasked with looking at the fiduciary aspects of NSA's managing the loan administration for their [] employees, and [] would discuss the need for possible delegation of authority from the Board to NSA to allow them to administer their loan program.

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3. The third issue raised was the movement of NSA people [] expressed concern as to how these accounts would be handled. [] said that we had not yet resolved the issue of handling [] However, she had a meeting with the Thrift Savings Board and NFC scheduled and we were close to a resolution of this issue. We promised to get back together with representatives from NSA once we had formalized this arrangement and would discuss it with them at that point.

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4. We briefly discussed current procedures on handling Thrift accounts for [] employees; no major problems were surfaced. Things appear to be going well. There was some question about NSA providing information on a more timely basis [] participating in Thrift. [] would get back to them with more specifics on this situation. We also discussed the need for a Memorandum of Understanding (MOU) and I indicated that at the Spring meeting it was decided that an MOU would not be generated until the [] issue had been resolved. I provided the NSA representatives with a draft MOU to the Thrift Board regarding []. I indicated that this was intended only to provide written justification for the Agency administering these particular NSA employees. I asked them to provide any comments they might have because we were close to concluding this agreement.

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Associate Deputy Director of Personnel
For Employee Benefits and Services

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MEETING WITH NSA

- Confirmation of receipt of
- Loan program
 - fiduciary or deterring loan
 - discretionary allotment
 - allotment option
 -
 - unlimited number of loan
 - loan priority payment

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- Movement of people

- on advisory board or pay matter to

STAT

Agenda for Meeting with NSA on
Thrift Administration for
12 January 1988

Room

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1. Review of Current Procedures

NSA

- a. Transfer of Tapes and Vouchers
- b. Administrative issues
 - determination of eligibility
 - advising Agency on when automatic 1% commences
 - providing information on elections, changes, addresses, beneficiaries
 - maintaining files on participants
- c. Reimbursement for expenses incurred

CIA

- a. Transfer of money to NFC *money a little*
- b. Maintaining individual accounts and generating statements
- c. Responding to inquiries on Thrift Balance
- d. Reconciliation of money to vouchers and records transmitted from NSA

2. Outstanding issues that need resolution

- a. Loan program administration
- b. Handling accounts of employees
- c. Other expenses and work related to Thrift administration
- d. Need for additional staffing
- e. Providing list of Agency employees participating in the Thrift in a timely fashion

f. agreement to adjust target formal as required
g. reporting requirements - find distinction on report

3. Items to be included in MOU between NSA and Agency on Thrift Administration

- a. Reason for agreement
- b. Division of responsibilities
- c. Reimbursement for expenses
- d. Personnel resources
- e. Termination of agreement
- f. Statement regarding CIA legal responsibility to administer the Thrift Program
- g. Acknowledgement of FRTIB's agreement to this arrangement

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Thrift Administration
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Room

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1. Review of Current Procedures

2. Outstanding issues that need resolution

3. Items to be included in MOU between NSA and Agency on Thrift
Administration

4. MOU with Thrift

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